

Environmental Protection Agency

Job Title: Administrative Specialist, GS-0301-09/11

Agency: Environmental Protection Agency

Job Announcement Number: LV-OAR-MP-2012-0032

SALARY RANGE: \$48,895.00 to \$76,902.00 / Per Year
OPEN PERIOD: Friday, May 4, 2012 to Thursday, May 17, 2012
SERIES & GRADE: GS-0301-09/11
POSITION INFORMATION: Full-time - Permanent
PROMOTION POTENTIAL: 11
DUTY LOCATIONS: 1 vacancy - Durham, NC, US
WHO MAY APPLY: Current permanent EPA employees in the Office of Air and Radiation (OAR), Office of Air Quality Planning and Standards (OAQPS) with competitive status and CTAP eligibles.

JOB SUMMARY:

Earth Day is every day at EPA! Our diverse workforce connects to more than just a career—we share a common passion to promote a cleaner, healthier environment. We consistently rank as one of the top Federal agencies in which to work, with great benefits and work flexibilities. See more about us here: <http://www.epa.gov>.

This position is located in the Office of Air and Radiation, Office of Air Quality Planning and Standards, Immediate Office, Central Operations and Resources Staff in Research Triangle Park, North Carolina.

For more information on this office, visit their website:

<http://www.epa.gov/airquality/>

KEY REQUIREMENTS

- If you are selected, a pre-employment background check is required.
- You must submit resume and required documents(See How to Apply)
- This position has portable work The selectee may be eligible to telework.
- You may be required to travel 1 to 5 days per month.

DUTIES:

At the entry level of this position, you will:

- Prepare action reports for the Associate Directors and the Office Director on the Office of Air and Radiation (OAR) and Office of Air Quality Planning and Standards (OAQPS) program issues;
- Conduct internal audits of the Division's correspondence and Freedom of Information Act (FOIA) records;
- Develop and maintain automated systems to track progress of extramural projects;
- Work with the Divisions in scheduling workgroup closure meetings;
- Ensure the workgroup packages are complete and distributed on time;
- Assist in performing special assignments related to highly urgent and sensitive program matters;
- Serve as PeoplePlus coordinator for OAQPS;
- Monitor, maintain and update the Immediate Office websites; and
- Serve as backup to the Office Director's assistant.

When entering a Federal job at a grade level lower than the highest promotion potential level, you may be promoted to more complex duties and work more independently, as your career progresses.

QUALIFICATIONS REQUIRED:

You do not need a degree to qualify for this position.

We are looking for at least one year of specialized experience related to this position as described below:

To qualify for the GS-09 level, you need to have at least one year of full time experience defined as experience communicating with all levels of management and staff; AND experience with electronic travel and/or timekeeping systems such as GovTrip, Travel Manager, and People Plus Systems; OR master's or equivalent graduate degree; or 2 full years of progressively higher level graduate education leading to such a degree; or LL.B. or J.D., if related; degree in any academic discipline.

To qualify for the GS-11 level, you need to have at least one year of full time experience defined as experience using electronic travel and timekeeping systems such as GovTrip, Travel Manager, and People Plus Systems; AND experience performing administrative studies and/or management analyses of administrative functions; OR Ph.D. or equivalent doctoral degree; or 3 full years of progressively higher level graduate education leading to such a degree; or LL.M., in any academic discipline.

Your answers to the on-line assessment will be used to evaluate your competencies in the following areas:

- Knowledge of the principles, techniques, and methods applicable to the program's subject matter;
- Knowledge of federal, agency, and administrative processes, procedures, and policies;
- Ability to conduct audits of the Division's correspondence and FOIA records;
- Ability to organize, prioritize and complete work accurately and punctually;
- Knowledge of program objectives and requirements sufficient to monitor, maintain and update websites;
- Ability to communicate orally;
- Ability to communicate in writing.

If you are selected, you will be required to complete a Confidential Financial Disclosure Form prior to your first day of employment and annually thereafter.

This position is designated as Low Risk and requires a background investigation. Unless an appropriate background investigation is already on record with the Office of Personnel Management, you must undergo a background investigation.

You must meet time in grade requirements no later than 30 calendar days after the closing date of this announcement.

HOW YOU WILL BE EVALUATED:

We will review your resume and required documents to ensure you meet the basic qualification requirements. Your resume must address the knowledge, skills, and abilities listed in the Qualifications Section. If you meet basic qualification requirements, your application will be further evaluated based on your answers to the on-line assessment. Your responses to the on-line assessment will be used to measure the degree to which your background matches the requirements for the position and an applicable score assigned.

We will compare your resume and supporting documentation to your responses on the assessment questionnaire. If you rate yourself higher than is supported by your application materials, your responses may be adjusted and/or you may be excluded from consideration for this job. We will evaluate your qualifications and eligibility and notify you if you meet minimum qualification requirements.

NOTE: We do not require a separate statement responding to the competencies, also referred to as Knowledge, Skills and Abilities (KSAs). However, your resume should

clearly show possession of these competencies.

To preview questions please [click here](#).

BENEFITS:

Benefits will not change for current permanent EPA employees.

OTHER INFORMATION:

This position is in the bargaining unit. Are you a Displaced Federal Employee? If so, please read the Required Documents and visit the EPA website for additional information http://epa.gov/ohr/ezhire/vacancy_requirements.htm.

This information is used to determine your qualifications for employment. The use of this information is authorized under Title 5 USC, Sections 3302 and 3361.

If you are selected, travel, transportation, and relocation expenses will not be paid by EPA. Any travel, transportation, and relocation expenses associated with reporting to work in this position will be your responsibility.

HOW TO APPLY:

You are strongly encouraged to read the entire announcement before you submit your application for this position.

To begin the application process, click the Apply On-line button to the right on this screen, follow the prompts to log-in/register, submit all required documents, and complete the assessment questionnaire. To be considered, you must submit a complete application package by 11:59 PM Eastern time on the closing date of this announcement.

All required supporting documents will be collected electronically via the USA Jobs document portfolio feature.

If you cannot apply on-line, you must contact the Human Resources Office listed to the right for assistance no later than three business days prior to the closing date of this announcement. You must provide complete application materials by the closing date of this announcement.

For detailed instructions to assist you in ensuring your application package is received, go to http://epa.gov/ohr/ezhire/vacancy_requirements.htm.

REQUIRED DOCUMENTS:

Documents to be submitted on-line:

- Resume clearly stating your experience related to this position as described in the Duties Section and Qualifications Required Section. In describing your experience, you need to be clear and specific. We may not make assumptions regarding your experience.
- Responses to the on-line assessment questionnaire
- College transcripts (if applicable) - required to submit either unofficial transcripts or a list of courses that includes course title, grades earned, completion dates, department, and quarter or semester hours earned.
- Displaced Federal employees under CTAP - copy of your most recent performance appraisal, proof of eligibility, and your most current SF-50 noting position, grade level, tenure, and duty station.
- Current EPA Employees: You are encouraged to submit a Notification of Personnel Action (SF-50). If you fail to provide an SF-50, we will access your Federal employment records in e-OPF to verify your eligibility to be considered. If your eligibility for consideration cannot be determined, your application will be rated ineligible.

If you want to know more about submitting documentation to our office, visit EPA's

web site: http://epa.gov/ohr/ezhire/vacancy_requirements.htm

AGENCY CONTACT INFO:

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US Environmental Protection
Agency
Human Resources Management
Division
4220 S. Maryland Parkway,
Building A, Suite 100
Las Vegas, NV
89119
US
Fax: 702-798-2416

WHAT TO EXPECT NEXT:

You can track the progress of your application package via your USAJobs account. You will receive an acknowledgement from USAJobs that your submission was successful, once we have received your on-line occupational questionnaire, resume and any supporting documentation. You will be notified of the status of your application via your USAJobs Account after we conduct a qualification review of your complete application package. You will be contacted if further evaluation or interviews are required. Any exaggeration of your experience, false statements, or attempt to conceal information may disqualify you for employment consideration. We may verify all information you provide in your resume and questionnaire responses, through reference and/or background check, and/or verification of your education. If you are selected, you will be contacted personally by the human resources office posting this announcement.

Control Number: 315717700

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